

# NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

November 1994

Issue #11

## **MACS-E NEWS**

### **NEW PROCEDURE**

Forget to finalize your order? Haunted by 'hanging' orders that show up on your agency report and status code screens as being open? Well there is now something you can do about it! Go to OCHG and:

1. Set up OCHG as usual, but use "FIN" as CHANGE TYPE CODE
2. Change the status code to 425, will go to 429.
3. Change the status to 489. If the order was at 441, and the open balance amount = 0, the order status will change to 495, and the HDET for the order and the order change will be updated. No OCLN or OCAC can be added for this type; error messages will be received if you try, and finally, no information will be sent to accounting as this only changes the status code of the order to 495 (final order).

### **Printer Problems/News**

If you set the status code on your order, change, etc., to print and if you do not receive it within an hour or so, reset the status code once

more. If you're still not successful, contact either the MACS-E Hot Line or the OTIS Help Desk to determine if you have a printer problem or if there is a system problem. To give you better service, let us know ASAP.

## **NJCFS UPDATE**



### **ADDITIONAL APPROPRIATION TYPES**

There are now two additional appropriation types which are not yet defined in the User Guides. They are as follows:

- C1 appropriation type has a carryforward limit amount. Any dollars over the designated carryforward limit amount will lapse to the General Fund.
- C2 appropriation type has a lapse amount that must be met before any carryforward takes place. Any dollars over the designated lapse amount will carryforward to the next budget fiscal year.

## **FEDERAL GRANT UPDATES**

Federal supplemental appropriations that are based on language provisions in the Appropriation Act will be authorized through the issuance of directory letters. The language from the Appropriation Handbook authorizing such appropriations must be referenced on the directory letter. As a result, it is important that agencies include this information with their documentation requesting the appropriation and revenue budget.

Moving federal appropriation ceilings will only be done in extraordinary situations and will require a letter to the Legislative Budget and Finance Officer from the Director of the Division of Budget and Accounting explaining the circumstances. Federal appropriations should not be considered a single "pot" of funding, thus ceilings should not be moved to fund completely different programs thereby circumventing the Legislative process.

There has been a change to language that was included in the Appropriation Handbook for the past several years. The language which authorized the

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appropriation for federal funds for "grants of \$200,000 or less which have been awarded competitively" has been changed with the enactment of the Fiscal Year 1995 Appropriation Act. The dollar amount in the language has been increased to \$300,000.

### **TRANSFERS OF APPROPRIATION**

The Office of Legislative Services has requested that agencies provide more informative text to transfers of appropriations. In addition, agencies should include a contact name and phone number in the text. This information is keyed in on the TATX table. This will help to speed up the approval process for transfers.

### **WHERE IS MY PAYMENT AND WHAT IS IT FOR?**

#### **Where Is My payment?**

A search for payment/checks in NJCFS depends on what you know.

**Scenario:** A vendor calls and asks where his/her payment is. He knows his vendor number.

Steps to follow:

1. Go to OPVH (open payment voucher header table)
2. Type in Vendor code and agency. Information on screen begins at first voucher number for agency. If voucher number is also known, this may also be entered.
3. Scan until appropriate voucher is found. This table indicates date when the voucher was closed (check was cut) and amount.
4. "Leaf" to OPVL (open payment voucher line table). This table indicates check number and date closed.
5. If there is no check number and voucher is not closed, "leaf" to SCHD table to determine date of payment. If schedule date of payment on SCHD is less than current date, go to VEND table to see if vendor is on payment hold.
6. If there is a check number on OPVL, "next" to WREC (key is check number). The WREC table will show the status of an issued check.
7. Enter check number and bank account number (Fund 100 = AA).  
**NOTE:** If voucher was posted against a Trust Fund, look up bank account code in the Fund Table (FUND).

#### **What is my payment for?**

**Scenario:** Vendor has check number, but doesn't know what it is for.

Steps to follow:

1. Go to DXRF to reference transaction (except for off-line checks). Go forward ("F") or backward ("B") to reference related transactions.
2. Print out screen or write down transaction ID number and vendor code.
3. Look up trans ID on OPVH (CFS) or OFST (MACS-E) for description.

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## **TRAINING UPDATE**

September 12, 13 and 14 marked the beginning of OMB's training effort for the county courts. Throughout the three-day training period, over 30 employees attended. OMB instructors, system expert and coaches were assisted by Judiciary staff Rich Gallo, Maria Petersack, Beth Reeg, Tom Porcelli and Jeff Wyks. This training will continue throughout November and December.

## **ACCOUNTING PERIOD**

### **CLOSE SCHEDULE**

Attached is the accounting period close schedule for fiscal year 1995.

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## **DEPOSITS OF CHECKS OR CASH BY STATE AGENCIES FOR PERSONAL TELEPHONE CALLS**

All agencies are to directly deposit all cash or checks representing reimbursement for personal telephone calls. The validated deposit slip with a Cash Receipt (CR) must be submitted to Fiscal and Resources, Division of Administration, Department of the Treasury, CN-211. The accounts to be credited on CR transactions are as follows:

Line 1	<u>FUND</u>	<u>AGENCY</u>	<u>ORG.</u>	<u>APU</u>	<u>ACTV</u>	<u>OBJ.</u>
Personal Telephone Calls	100	094	9400	001	W999	3199

Line 1	<u>FUND</u>	<u>AGENCY</u>	<u>ORG.</u>	<u>B/S ACCOUNT</u>
Federal Excise Tax	100	082	2060	2027

The cash receipt must include the deposit date and bank account code. The fiscal year, fund, agency and organization number should be referenced in the description field of the cash receipt in order for each agency to receive credit on the telephone subsidiary report. NOTE: ONLY ONE DEPOSIT SLIP FOR EACH CASH RECEIPT.